

## **ASSISTANT TOWN CLERK/TAX COLLECTOR**

### **JOB DESCRIPTION**

**NATURE OF WORK:** This employee is responsible clerical, technical, and administrative work involving the recording of and administration of land, vital statistics and election documents for the Town Clerk's Office. The employee will also be responsible for assisting and performing all the functions in the Tax Collector's Office; receiving and recording tax payments, maintaining and updating accounts, with a basic knowledge of accounting/collection procedures. The position requires the exercise of independent judgment, initiative, and accuracy. This employee may be required to assist in other departments when necessary.

**SUPERVISION RECEIVED:** The employee works under the supervision of the Town Clerk or Tax Collector or other Department Head as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Answers questions from the public, provides explanation and information and tries to solve problems whenever possible.

Handles documents for departments and processes appropriately.

Maintains address corrections and researches addresses for Department Heads.

Indexes legal documents; proofreads documents against scanned documents.

Issues a variety of licenses and permits.

Maintains a wide variety of files and record books.

Operates a variety of standard and specialized office machines.

Interacts with the public; answering telephones, assisting taxpayers and residents, provides information and resolves problems.

Serves as Town Clerk in the absence of the Town Clerk.

Assists with the recording and maintenance of records including minutes of all Town government public meetings.

Handles petty cash, balances cash drawer, creates daily collection reports and deposits, prepares invoices, and retains confidential records.

Ability to establish and maintain appropriate working relationships with Town Officials, public officials, residents, members of the general public, vendors, other departments and agencies, supervisors, subordinates, and co-workers.

Regular attendance is a requirement of this position.

## OTHER JOB FUNCTIONS:

Performs related work as required in other General Government offices.

**\*\*\*\*\* The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.\*\*\*\*\***

## QUALIFICATION PROFILE

### Knowledge, Skills and Abilities

Basic bookkeeping and accounting. Considerable knowledge of records management and office procedures and practices.

Considerable knowledge of standard office equipment, including document scanner, photocopy machine, personal computer.

Considerable knowledge of business English, grammar, punctuation

Knowledge of data processing technology, operations, systems, modern office procedures, and administration. Skilled in the use of a typewriter, computer terminal or personal computer for word-processing, data base or spreadsheet application. Good skill in typing.

Considerable ability to organize and express thoughts and ideas through oral and written communications including clear, concise, accurate and timely financial reports and statements.

Considerable ability to pay attention to detail.

Considerable ability to establish and maintain effective working relationships with Town Officials, public officials, residents, other departments and agencies, supervisors, subordinates, co-workers associates, attorneys, real estate agents, and members of the general public.

Ability to follow instructions in written, oral or diagrammatic form without consistent direct supervision.

Ability to 1) perform multiple tasks with interruptions, 2) meet deadlines, 3) perform duties promptly with attention to detail and accuracy, 4) learn the special laws and regulations pertaining to assigned work, 5) prioritize and organize work, and 6) organize and express thoughts and ideas through written and oral communication.

Ability to maintain confidentiality and make routine office decisions in accordance with established policies and procedures.

Ability to adjust quickly to changing priorities in a sometimes stressful environment.

Ability to solve practical problems, deal with a variety of concrete variables and effectively present information and respond to questions from attorneys, title searchers and the general public.

## Education, Experience and Training

An Associate's degree in business administration or a related field plus one year of responsible records management experience, or a high school diploma or the equivalent including or supplemented by courses on business or records management, plus three years of responsible records management experience, or an equivalent combination of education and experience.

## **PHYSICAL AND MENTAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to speak; hear; walk; sit; stand, bend; stoop, or crouch. The employee must have the ability to lift and/or move up to 40 pounds. The employee must have the ability to routinely use hands, fingers and wrists for repetitive motion, to handle and/or feel equipment, objects, tools or controls; and reach with hand and arms. The employee is frequently required to climb or balance, stoop, kneel, or crouch and walk over rough terrain. The employee may be required to climb stairs or ladders to various levels.

Specific vision abilities required for this job include close vision, distance vision, peripheral vision, color vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

The employee must be able to work harmoniously, cooperatively and courteously with others at all times. The employee must be able to interact with people who are under physical and emotional stress as well as the ability to maintain a calm manner in stressful and emergency situations. The employee must be able to respond to difficult situations, ease tensions and address disturbances.

**\*\*\*\*\* The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirement of the job change.\*\*\*\*\***